BYOD "Bring Your Own Device" for NEW AP Locations
Use an Additional Device for Scanning and Signing your Access Point Packages - Phone, tablet, Ipad

Bringing the all new UPS Access Point service to the Package Express Center National Network has been a very exciting process and has come with a lot of new and exciting opportunities for our centers. PEC is dedicated to making the addition of this service as smooth and successful as possible. This program is not simply another type of package that you can accept, but another way to get new and different customers in your store.

While the Access Point service is no more difficult than the package processing you're familiar with, it is still important to make this process quick, clean, and easy for you and your customer to provide the best experience. Access Point package processing can be <u>greatly</u> simplified by adding a BYOD (Bring Your Own Device). UPS has directly responded to requests from existing Access Point service providers by allowing external devices to be used for scanning and signatures. Do you have an old device lying around gathering dust? Put it to use! The UPS Access Point mobile app is available on the Google Play Store and Apple App Store.

Package Express will assist you in registering your device with UPS to begin scanning Access Point packages. Doing this **does not** prevent you from using your computer to check in these packages. You can install the UPS Access Point app on multiple devices and use them all simultaneously while having all of the functionality of processing them on your computer! This can be extremely helpful in cases where the driver delivers packages to your store far from your shipping counter. You can also check your package inventory on-the-go. This includes packages scanned by any of your devices.

System requirements for the device you would like to utilize are:

Android
- o Android 7 (Nougat) or later
- o Screen size 4.7" or greater

iOS
- o iOS 11 or later
- o iPhone7 or later
- o iPad 5 or later

Call Package Express Centers today, 800-274-4732, to register your devices for the Access Point BYOD. Please be prepared with the full model name/number of the device along with the serial number. Finding this information will vary for most devices, so you may need to do a quick Internet search if you're not familiar with your device's settings. The process of registering your device with UPS takes about a week and then PEC will call and/or email you with your necessary information from UPS to register the device.

* *This additional device is for AP packages only – do not use to scan your existing RPDO packages.*

Guide To Understanding How To Read Your UPS Bill

In an effort to help you understand your UPS invoice we have broken down each item on the next 2 pages. Below is a legend giving the description with matching numbers for each section. We hope that this answers any questions you may have but as always, if you have any additional questions, please contact PEC prior to contacting UPS!

Page 1

1. The physical store location your packages were picked up.

Important Account Authentication Information (2-5) – It is very important to have this information on-hand if you're ever contacting UPS or PEC for a billing question or dispute.

2. Invoice Date – This is dated the Saturday of each week and pertains to all packages **delivered** (as of January 25, 2020) that week.

3. Invoice Number – Unique number specific to 1 invoice. Usually leads with four zeroes, followed by your shipper #, followed by 3 digits.

4. Shipper Number – This is your unique account number with UPS.

5. Control ID – Specifically used for authentication for some UPS procedures. Only accessible on the **original invoice**, never a reprint.

6. Your billing address.

7. Incentive Savings - Your **Incentives** show you the profit you made on Retail **Ground** package shipping. This amount is the difference between the amount you charged your customer and what UPS is charging you. (Note: This does not include Declared Value coverage and packing/processing fee profits!)

8. Summary of Charges – This summary breaks down your charges for the week based on service (freight manifests, any adjustments/corrections, weekly pickup fees, etc).

9. Weekly Payment Plan – Detailed view of outstanding amounts due.

10. Return Portion – You may include this with your payment by mail if you are not on automatic billing due to initial setup or billing changes.

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Outbound Vendor Manifest – This entire section will show you the manifests you are being billed for this week. It is important to understand that you are not billed for package freight until the Saturday following the date the package was delivered. This can cause some confusion when looking at UPS invoices, as packages from the same manifest can be delivered in separate weeks, meaning you may see a familiar **Pickup Record** or **Manifest Number**.

11. Pickup Date – The date the packages being billed were picked up from your store.

12. Pickup Record – This is the manifest number and will correspond with manifest number in the Total System Software

13. Message Codes – A description for these codes can be found on the final page of the invoice. A very common code to see will correspond with **Dimensional Weight Applied**. This is nothing to worry about as the Total System Software will have accounted for this upon processing the package.

14. Number of Packages – This is the number of packages for a specific manifest that you are being billed for, because they were delivered this week.

15. Published Charge – This is the amount a standard retail UPS customer would pay for the packages you are being billed for.

16. Incentive Credit – This is a breakdown of the incentives you've earned on the Ground package shipments you are being billed for.

17. Billed Charge – This is simply the difference between the Published Charge and the Incentive Credit.

Adjustments & Other Charges – This is where you will find corrections and adjustments to retail package shipments.

18. Total adjustments – UPS charges an Adjustment fee based on the amount of packages, frequency, and severity.

19. Residential/Commercial Adjustments – This section will show any adjustments that UPS made based on residential or commercial zoning for the shipments you processed. In this example, you can see that the shipper received a $5.96 credit to their invoice, because they billed their customer for a residential package that ended up going to a commercial area. These corrections are totaled at the bottom of the section

20. Shipping Charge Corrections – This section will show any adjustments that UPS made based on Additional Handling, Dimensions, Weight, etc. In these examples, you can see that the shipper was billed a correction due to the absence of **Additional Handling – Packaging/Other**, likely due to the package not being packaged in a corrugated cardboard box or accepted shipping container. In the 2nd example you can see that a mis-measurement in dimensions caused the dimensional weight to increase to 9lbs resulting in a $0.30 difference. These corrections are totaled at the bottom of the section.

21. Service Charges – This is where you'll see your weekly pickup fee for the billing period. Please notice that you get a $5.00 Incentive Credit weekly just for being a Package Express Center location!

UPS

Shipped from: ▓ **1**

Delivery Service Invoice
2 — Invoice Date **June 27, 2020** — **3**
Invoice Number 0000▓▓▓260 —
4 — Shipper Number ▓▓
Control ID ▓▓ — **5**
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Sign up for electronic billing today!
Visit ups.com/billing

For questions about your invoice, call:
(800) 811-1648
Monday - Friday
8:00 a.m. - 9:00 p.m. E.T.

or write:
UPS
P.O. Box 7247-0244
Philadelphia, PA 19170-0001

7 **Incentive Savings**

Total incentive savings this period	$ 14.63

Your amount due this period includes these savings.
See Incentive summary section for details.

9 **Account Status Summary**
Weekly Payment Plan

Amount Due This Period	$ 74.52
Amount Outstanding (prior invoices)	$ 272.62
Total Amount Outstanding	$ 347.14

Please include the Return Portion of each outstanding invoice with your payment. **See Account Status for details.**

Questions about your charges?
To get a better understanding of the charges on your invoice, visit our invoice guide and glossary of billing charges at ups.com/Invoiceguide.

Thank you for using UPS.
Summary of Charges **8**

Page		Charge
	Outbound	
3	Vendor Manifest	$ 54.48
3	Adjustments & Other Charges	$ 10.59
3	Service Charges	$ 9.45
Amount due this period		**$ 74.52**

UPS payment terms require payment of this invoice by July 6, 2020.

Payments received late are subject to a late payment fee of 6% of the Amount Due This Period. (see Tariff/Terms and Conditions of Service at ups.com for details)

Note: This invoice may contain a fuel surcharge as described at ups.com. For more information, please visit ups.com.

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UPS **Return Portion**

Please tear off and send with your payment in the enclosed envelope. Do not use staples or paper clips.

Invoice Date **June 27, 2020**
Invoice Number 0000▓▓▓260
Shipper Number ▓▓

Amount due this period	$ 74.52
Amount enclosed	

If this billing address is incorrect, mark an "X" in this box and make the appropriate changes above.

UPS
P.O.BOX 809488
CHICAGO, IL 60680-9488

Delivery Service Invoice

Invoice Date   **June 27, 2020**
Invoice Number   0000█████260
Shipper Number   ████

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Outbound
Vendor Manifest

Pickup Date	Pickup Record	Message Codes	Number of Packages	Published Charge	Incentive Credit	Billed Charge
06/17	4429758141		1	12.85	-2.96	9.89
06/18	4429758152		1	15.06	-1.96	13.10
06/22	4429758163	r	3	36.20	-4.71	31.49
Total Vendor Manifest			5	64.11	-9.63	54.46
Total Outbound			5	64.11	-9.63	54.46

Adjustments & Other Charges
Adjustments

Explanation	Number of Packages	Published Charge	Incentive Credit	Billed Charge
BILLING ADJUSTMENT FOR W/E 06/27/2020 SHIPPING CHARGE CORRECTION AUDIT FEE FEE BASED ON 2 PACKAGES AND $14.55 CORRECTION AMOUNT		2.00		2.00
Total Adjustments		2.00		2.00

Residential/Commercial Adjustments
Vendor Manifest

Shipped Date	Pickup Record	Entry	Tracking Number	Recorded Corrected	Published Charge	Incentive Credit	Billed Charge	Adjustment Amount
06/15	4429758126	1	████	Residential	-40.51		-40.51	
				Residential Surcharge	-4.50		-4.50	
				Commercial	40.51		40.51	
				Delivery Area Surcharge	-1.30		-1.30	
				Fuel Surcharge	-0.16		-0.16	-5.96
Total Vendor Manifest				1 Package(s)				-5.96
Total Residential/Commercial Adjustments				1 Package(s)				-5.96

Shipping Charge Corrections
Learn how to avoid future shipping charge corrections. Visit www.ups.com/avoidcharges.

Pickup Date	Tracking Number	Original Service/ Corrected Service	ZIP Code	Zone	Weight	Published Charge	Incentive Credit	Billed Charge	Adjustment Amount
06/17	████	Ground	85140	6					
		Additional Handling- Packaging/Other				14.25		14.25	14.25

Sender : ████   Receiver: ████

	████	Ground	60101	3	8	12.85	-2.96	9.89	
		Ground	60101	3	9.0	13.23	-3.04	10.19	0.30

Audited Dimensions = 16 x 10 x 9 in
Customer Entered Dimensions = 16 x 10 x 8 in

Sender : ████   Receiver: ████

Total Shipping Charge Corrections	2 Package(s)	14.55
Total Adjustments & Other Charges		10.59

Service Charges

Week Ending Date	Explanation	Published Charge	Incentive Credit	Billed Charge
06/27	Weekly Service Charge	14.45	-5.00	9.45
Total Service Charges		14.45	-5.00	9.45